

December 13, 2019

City of Aurora  
Planning Department  
15151 E. Alameda Pkwy, Suite 2300  
Aurora, CO 80012

Re: **Library Time Review (#1413499)** – Infrastructure Site Plan No. 7 at Porteos / Preliminary Plat

Dear Planning Staff:

Thank you for taking the time to review our pre-application for library time with your development review team. Valuable feedback was received on November 8, 2019. Responses to the comments received have been provided below. Please reach out should you have any questions at [lvielehr@norris-design.com](mailto:lvielehr@norris-design.com) or 303-892-1166.

Sincerely,  
Norris Design



Leanne Vielehr  
Senior Associate

## PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

#### *Key Issues:*

- ▶ Consistency with the Porteos Framework Development Plan and Public Improvement Plan.  
***Response: The proposed Infrastructure Site Plan is consistent with the FDP. An amendment to the Public Improvement Plan is included with this application.***
- ▶ Phasing (if any)  
***Response: One phase is anticipated.***

#### *Standards and Issues:*

### **1. General Planning Comments**

#### *1A. Infrastructure Site Plan/Preliminary Plat Components*

This application will be reviewed and approved based on Preliminary Plat criteria. This criteria (Please see section 146-5.4.2.A.3.b of the Unified Development Ordinance (UDO) as follows: i. It is consistent with the Comprehensive Plan and all other adopted plans and policies of the City Council; ii. The application complies with the applicable standards in this UDO (including but not limited to the standards in Sections 146-4.2 (Dimensional Standards), 146-4.3 (Subdivision Standards), and 146-4.5 (Access and Connectivity). iii. The application complies with other adopted City regulations, any approved Master Plan that includes the property, and any conditions specifically applied to development of the property by the Planning and Zoning Commission or City Council in a prior decision affecting the property. iv. The City's existing infrastructure and public improvements, including but not limited to its street, trail, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the degree practicable.

The submittal need only identify street improvements, street cross sections, grading utilities, and curbside landscaping.

***Response: Acknowledged.***

#### *1B. Minor Framework Development Plan Amendment (if applicable)*

If street cross-sections are proposed to be modified then a minor FDP Amendment will be required as part of your development application.

***Response: Revised Cross sections have been provided in an updated PIP exhibit.***

#### *1C. Property Owner Authorization*

Regardless of which property owner is the official "applicant", a signed letter must be received from all property owners whose properties are impacted giving their authorization to proceed with the application. These letters must be received with the initial submittal of the application, or the review process cannot begin.

***Response: An Authorization Letter for JA Green has been included with the submittal documents.***

1D. Since some of the submitted sketch plans are inconsistent, please identify the specific road segment and cross-section to be improved.

***Response: Revised Cross sections have been provided in an updated PIP exhibit.***

## 2. Landscape Design Issues

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

- A. General Landscape Plan Comments.** A landscape plan will be required as part of the preliminary plat submittal to address streetscape landscaping. Landscape plans shall be prepared in accordance with the recently adopted Unified Development Code (UDO). The UDO effective date was September 21, 2019 and can be found online by clicking this link: [New Unified Development](#). The landscape comments provided herein are based upon the new code regulations and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.  
***Response: Landscape plans adheres to the new UDO.***

The landscape plan shall include the necessary landscape table to demonstrate compliance with the required landscape treatment i.e. standard right-of-way landscaping.

***Response: Landscape plans shows all necessary landscape tables.***

- **PDF Plan Creation Process** - Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDFs. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re- upload corrected PDFs.  
***Response: Acknowledged, all SHX text has been removed.***

## **B. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- **Curbside Landscape.** Provide one shade/street tree per 40 linear feet of street frontage along the southern half of 64th Avenue east of Powhatan Road. Refer to Section 146-4.7.5 Required Landscaping Curbside Landscaping (C). When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape. Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.  
***Response: Curbside landscaping adheres to all UDO requirements.***
- **Irrigation.** Refer to Section 146-4.7.3 C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Department will require that the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Coordinate

with Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan submittals and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: Irrigation plans will adhere to all submittal requirements.**

### 3. Adjustments

If you decide to request any adjustments, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in Section 146-5.4.4 of the Unified Development Ordinance. You must also list them on the cover sheet or other drawings on which they occur.

**Response: No adjustments are anticipated at this time.**

### 4. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

**Response: Acknowledged, a CAD file will be provided with Civil Drawings and at time of Mylar Recordation.**

#### *Pre-submittal Meeting:*

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

**Response: The pre-submittal checklist was sent via email to the City on January 6, 2020.**

#### *Community Participation:*

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

#### *Neighborhood Services Liaison:*

- Your Neighborhood Services Liaison is Susan Barkman. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

**Response: Acknowledged. No neighborhood organizations exist.**

- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.

**Response: Acknowledged.**

### **Parks, Recreation & Open Space Department (PROS)**

#### *64th Avenue Medians:*

Please be aware that the median treatment along 64th Avenue is required to meet PROS standards for design and plant material. PROS recognizes that a study on the 64th Avenue design is ongoing but is not yet finalized. There is also an ISP in for the eastern segment of 64th Avenue from E-470 to Jackson Gap Street which has not yet been approved by PROS. PROS standards require that medians to be owned by the City of Aurora be contained within a

6-lane arterial, 26' wide, and meet our design specifications for xeric plant material. Any requests outside of this standard must be coordinated and approved by PROS.

Please coordinate with Curtis Bish – cbish@auroragov.org on the proposed median design within this area to clearly define the design, ownership and maintenance within your project.

**Response: Median within this portion of 64<sup>th</sup> will be striped.**

**Acknowledged. Coordination with the design team for E. 64<sup>th</sup> west of Jackson GAP Street is ongoing.**

### **Aurora Water**

#### **Key Issues:**

- ▶ All utilities need to be installed per the latest MUS (Water and Sewer). A Pressure Reducing Valve will be also be required to be installed per the MUS.

**Response: All utilities will be constructed per the approved MUS.**

- ▶ A domestic allocation agreement will be required starting in 2019 for connections 2" and larger.

**Response: Acknowledged.**

#### **Utility Services Available:**

- Water service may be provided from: NA

**Response: Water line will be constructed in E. 64<sup>th</sup> Avenue connecting to existing lines.**

- Sanitary sewer service may be provided from: NA

**Response: Sanitary line will be constructed in E. 64<sup>th</sup> Avenue connecting to existing lines.**

- The project is located on Map Page 93Y.

**Response: Acknowledged.**

#### **Utility Service Requirements:**

- A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- All utility connections in the arterial roadway are required to be bores.

**Response: Information requested will be shown on the ISP plan sheets.**

- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).

**Response: Utilities will be constructed per the approved MUS and COA design standards.**

#### **Utility Development Fees:**

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.

**Response: Acknowledged.**

- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

**Response: Acknowledged.**

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

## **Public Works Department**

### *Key Issues:*

- ▶ Cross sections shall comply with the approved Traffic Impact Studies/Traffic Letters/NEATS/PIP. This section of 64th Avenue has not specifically been analyzed in a Detail Traffic Impact Study (intersection of Powhatan Road & 64th Avenue has). Ensure proposed roadways comply with existing approved studies.
  - If a request to change a section includes reduced laneage, a Comprehensive Plan amendment would be required, which may trigger a Council hearing. If consistency with wider multi-use trail is the request, an additional public hearing would not be triggered.

**Response: Cross section will comply with studies.**

- ▶ Traffic Signal Escrow would be required when the adjacent Planning Area is built (Building permits) and will not be required with roadway construction.

**Response: Acknowledged.**

- Show all adjacent and opposing access points on the Site Plan.

**Response: Adjacent access points will be shown.**

- Label the access movements on the Site Plan. Label if intersections are future signalized locations, and what intersection control will be interim. Include sight triangles for the interim configuration & ultimate.

**Response: Intersections will be labeled per comment.**

- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

**Response: Acknowledged, site triangles will be provided. Landscaping will meet all sight triangle requirements.**

**Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'**

**Response: Note has been added.**

### *ROW/Plat:*

- A traffic signal easement shall be required at the intersection of future signalized intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

**Response: Acknowledged, room for traffic signal will be provided.**

### *Improvements:*

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan: Signs

shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

**Response: Existing signage has been shown and note added per comment.**

- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

**Response: Acknowledged, signage and striping plans will be provided with Civil Drawings.**

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:

- 1) Existing, buildout and 2040 average daily traffic counts.

**Response: The ISP proposal entails establishing a roadway to possibly spur development. Once known, a detailed study will be completed. It is recognized that some reconstruction of the road and its intersections/accesses will be needed.**

- 2) Include detailed analysis of:

- a) All site access points
- b) Intersection of 64th Avenue & Powhatan Road
- c) Intersection of 64th Avenue & eastern roadway (Valley Head Street?)
- d) ADT of roadway vs classification & proposed laneage (build & 2040)

**Response: Scope noted for the time study is prepared.**

- 3) Signal Warrant Analyses of b & c – Warrant 2 to be included for build & 2040

**Response: Scope noted for the time study is prepared.**

- 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.

**Response: Noted for the time the study is prepared.**

- 5) Analysis of pedestrian connectivity.

**Response: Noted for the time the study is prepared.**

The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

*Submitting the Traffic Study:*

- The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

**Response: Comment noted, thank you.**

- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.

**Response: Comment noted, thank you.**

## **Engineering Division**

*Key Issues:*

- ▶ Public improvements shall be completed per the approved Public Improvement Plan.

**Response: All improvements will be per the approved PIP unless otherwise noted.**

- ▶ A preliminary drainage report shall be submitted with the site plan in conformance with the approved Mater Drainage Study and any approved adjacent drainage reports. Storm crossings and needed storm infrastructure shall be included.

**Response: A preliminary drainage report will be submitted.**



*Improvements:*

Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications (Roadway Manual).

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

***Response: Acknowledged.***

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

***Response: Curb ramps will be designed per Detail S9.***

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.

***Response: Acknowledged, curb returns will be constructed with proper radii.***

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

***Response: Railings will be designed as necessary.***

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

***Response: There will not be any retaining walls on this site.***

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal.

***Response: Street lights will be designed and submitted with Civils.***

*ROW/Easements/Plat:*

- ROW dedication is required for any public roadways. This site must dedicate all of the designated ROW width.

***Response: ROWs will be dedicated by separate document for this site.***

- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, and a 20-foot lot corner radius is required at the intersection of collector roadways.

***Response: Intersections will be designed per COA details.***

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

***Response: Acknowledged, all easements and ROW will be coordinated with real properties.***

*Drainage:*

Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria".



- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. This report shall be in conformance with the approved master drainage study as well as any approved drainage report adjacent to the development. Additional storm infrastructure and detention and/or water quality shall be identified.

**Response: A preliminary drainage report will be provided per comment.**

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

**Response: Acknowledged.**

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

**Response: No cross pans will be designed on arterial roadways.**

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

**Response: Stormwater will be designed per comment.**

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

**Response: Existing utilities will be identified and storm system will be designed.**

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

**Response: Storm system will be designed as needed.**

#### **Fire/Life Safety Comments – Building Division**

##### *Civil Plans:*

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- Signature Block

**Response: Signature block will be provided per comment.**

##### *Fire Hydrants:*

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

**Response: Fire hydrants will be designed per details.**

*Phasing Plans:*

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

**Response: This site will be constructed in one phase.**

*Special Design Considerations:*

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- Abutting Fire Lane or Public Access Easement to Property
- If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.

**Response: Acknowledged.**

**Real Property Division**

*Key Issues:*

- ▶ If additional Rights of way or easements are needed or required then applicant can dedicate these items by separate documents.

**Response: ROW and easements will be submitted via separate document.**

*Subdivision Plats:*

N/A

*Site Plans:*

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Site Plan Checklist.

**Response: Acknowledged.**

*Separate Documents:*

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- Dedications Packet
- License Agreement Packet

**Response: Acknowledged. A submittal package will be submitted.**

- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedication Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

**Response: Dedication documents will be submitted using real property specifications.**

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a License Agreement. Requirements can be

found in the License Agreement Packet. It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

***Response: License agreements will be submitted if needed.***

- If street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303-739-7901 for additional details and contact information.

***Response: Acknowledged.***